

Foreign Service Limited Position Opportunity - Program Officer - FL-0343-03, Program Office, PD# FLD167

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Resilience and Food Security (RFS)
- **Location of Position:** Washington, DC
- **Open Period:** May 8, 2023 - May 12, 2023
- **Appointment Type:** This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- **Salary:** (USD) \$102,229 - (USD) \$150,127 (annually) **please note this range is non-negotiable
- **Number of Vacancies:** 1

Description of Organization: This position is located in the Program Office (PO) of USAID's Bureau for Resilience and Food Security (RFS), Budget Execution Team (PO/BE). RFS's mission is to partner to advance inclusive agriculture-led growth, resilience, nutrition, and access to water and sanitation to accelerate and protect development progress. RFS oversees five high-level, integrated efforts in support of this mission: (1) Feed the Future, guided by the Global Food Security Strategy (GFSS), (2) the USAID Multi-Sector Nutrition Strategy, (3) the U.S. Global Water Strategy, (4) efforts to increase resilience in areas of recurrent humanitarian crisis, and (5) co-leadership of the forthcoming USAID Climate Strategy. To deliver on this work, RFS partners with other Federal Departments and Agencies, USAID Bureaus and Missions, universities, civil society, and other public- and private-sector actors.

The PO oversees programmatic operations for the RFS centrally managed portfolio. The Office works across the Bureau to manage systems for efficient financial management. Also provide critically needed monitoring process milestones and budget, support the design and procurement of new centrally funded contracts and grants. Ensure programs are compliant with USAID goals, policies, and regulations. The Office oversees the allocation, and execution of RFS's program budget, including compliance with Congressional directives and required reporting and notification.

Description of Position:

The incumbent:

- Serves as a Budget Analyst in the Bureau for Resilience and Food Security (RFS), with particular responsibilities for procurement planning and program budget activities including, advising and coordination for the RFS centrally managed portfolio.
- Works with Office/Center Managers and technical experts to ensure that BE objectives and process milestones are met for procurement requirements.
- Supports the management of Center Budgets and supports CORs & AORs with Program Management process in GLAAS.
- Regularly prepares reports for internal and external audiences and develops both written and oral presentations, reports, and tracking systems.
- Maintain the A&A Plan for Center/Office Budgets to ensure all funding is programmed for the Fiscal Year.

- Plays a key role in coordinating procurement requirements with the General Council, Office of Acquisitions and Assistance and Bureau COR and AORs.
- Supports Office/Center with coordination of Field Support requirements for specific Awards in order to meet obligation requirements.
- Performs other duties as assigned.

Qualifications:

- Must be a U.S. citizen.
- You must have one year of specialized experience equivalent to the next lower grade level, FL-4/GS-12, of this position. Examples of specialized experience include: (a) coordinating and supporting the management of international development or similar programs; (b) financial management, tracking, and reporting, such as for government contracts or grants; and (c) managing professional relationships including information sharing, reporting, and process coordination.
- Must be eligible to obtain and maintain a Secret security clearance.

Interested candidates should submit a:

- Resume/CV; and+
- A short written statement of interest specific to this position.

Please submit your application package to <rfsjobs@usaid.gov>. Please use the subject line “FSL APPLICATION PACKAGE: Program Officer, FL-0343-04, RFS/Program Office, PD# **FLD167** **Application submissions are required by 11:59 pm (EST) May 12, 2023. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.**

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

USAID DEI Commitment

USAID envisions a world where all individuals are valued, have equitable access to opportunities, and are included, respected, and safe in their societies. USAID embraces diversity as outlined in USAID’s EEO Statement. We seek to elevate and include the voices of the USAID workforce, recognizing and valuing the unique contributions of all stakeholders. USAID also strives to improve equity for underrepresented communities that have historically been denied fair and just treatment and improve accessibility in all facets at USAID.

[EEO Policy Statement](#)

[Reasonable Accommodation Policy](#)

Any questions concerning this notice may be directed to:

-- Chivon Anderson, RFS/PO, 202-712-5829, chivon@usaid.gov